

CHAPTER 752 CORRECTIVE, DISCIPLINARY AND ADVERSE ACTIONS

SUBCHAPTER 2 ORAL ADMONISHMENT LETTER OF CAUTION LETTER OF REQUIREMENT

1. DEFINITIONS

a. *Oral Admonishment.* An oral (non-written) correction by a superior official of an employee's improper conduct.

b. *Letter of Caution.* A written warning that continued instances or patterns of unacceptable behavior or performance may lead to disciplinary action.

c. *Letter of Requirement.* Imposes a requirement on an individual employee that is not made on other members of the work force. Letters of requirement are written orders.

2. CONDITIONS FOR USE

a. May be considered in determining the appropriate remedy within a range for any subsequent offense but will not be made a matter of record in the employee's Official Personnel Folder.

b. Will not be counted as a prior offense when determining a range of remedies under Appendix B of this Chapter.

3. **RIGHT TO REPRESENTATION.** No right of representation exists except as may be provided by a negotiated agreement between activity management and a labor organization.

4. **GRIEVANCE RIGHTS.** Unless provided by the terms of a negotiated agreement, oral admonishments and letters of caution are not grievable. Because letters of requirement impose conditions over and above those applicable to other employees, they are grievable under the procedure outlined in Chapter 771 of this Manual or a negotiated grievance procedure, as appropriate.

5. **APPEAL RIGHTS.** None.